



Lac Courte Oreilles Head Start & Early Head Start
8837 N Trepania Road, Hayward, WI 54843
Phone: 715-634-8560
Fax: 715-634-0061

JOB ANNOUNCEMENT

HEAD START LEAD TEACHER

Job Title: Head Start Lead Teacher
Reports to: Head Start Education Coordinator
Location: Head Start
Classification: Full Time
Project: Head Start
Salary Range: Negotiable
Opening Date: August 15, 2016
Closing Date: Open until filled

Position Summary: The LCO Head Start Center Based Teacher: plans, organizes, directs, and assesses all work related to the development of each individual child. The class setting consists of seventeen children ages three to five years old. The Teacher collaborates with families, educational services, and the community to achieve the childrens' individual and classroom learning goals. All work is completed in accordance with the Office of Head Start Performance Standards, LCO Head Start/Tribal policies, protocols, and Education/Disability Services Plan.

Qualifications/Experience:

- High School Diploma
- Associate or Bachelor's degree in Early Childhood education preferred.
- Must pass physical examination, background check and driving record in compliance with State and Federal regulations;
- Able to lift 40 pounds;
- Obtain certification in CPR/First Aid and Shaken Baby Syndrome.
- Obtain clear Tuberculosis test before hire and every year thereafter.

Responsibilities:

- Must maintain confidentiality of all children, family and informational records;
- Plan and implement age appropriate child development lesson plans that provide a variety of activities designed to enhance preschoolers social, emotional, physical, cognitive, and intellectual development;
- Demonstrate a knowledge and use of a variety of developmentally appropriate instructional strategies to implement the preschool curriculum;
- Provide for a safe, attractive and stimulating physical environment for preschoolers while establishing and maintaining consistency of rules;
- Gather evidence of child assessment, analyze data, outcomes, utilize child assessment results to plan for effective group and individualized instruction;
- Reinforce positive self-image, pride, and cultural identity with preschoolers during all activities;
- Maintain accurate daily records on attendance, daily intake, medical log, preschooler information for distribution in child file and to parents as well as other required forms;
- Mandatory online developmental documentation in Child Plus as well as in Creative Curriculum (Teaching Strategies Gold);
- Maintain and document all contacts with parents. Develop and maintain a professional relationship with parents of enrolled children;
- Regularly communicate with parents to seek their input for the education of their child as well as for the sharing of information or concerns;
- Collaborate with staff, parents, and community resources to incorporate Ojibwe language and culture into daily activities and curriculum;
- Attend training and conferences as requested by the supervisor;
- Work cooperatively as a team with the Education manager and other educational staff to plan, coordinate and implement the educational plans;
- Structure room arrangement and daily schedule to maximize the use of instructional space and time;
- Maintain up-to-date portfolio of each child's progress towards child outcomes;
- Maintain a neat, orderly and safe classroom environment, making timely reports to management;
- Maintain teacher child ratio;
- Perform all other duties as assigned.

Application procedure:

Submit application, resume, three personal reference letters, and cover letter to the address below. Resume should be typed and include information on education, experience, professional and/or community involvement and availability.

Lac Courte Oreilles Head Start/Early Head Start

ATTN: Patricia Kakazu, Human Resources
 8837N Trepania Road
 Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the
 Lac Courte Oreilles Policies and Procedures Manual.